



WHAT'S NEW IN AS-28

- NEW FORMAT ALLOWS FOR STANDARD FEATURES
- NEW FORMAT CONTAINS PREPOPULATED ITEMS
- IT WILL STREAMLINE PROGRAM APPLICATION PROCESS
- IT WILL ALLOW FOR AN AS-28 DATABASE
- IT WILL RELEAVE THE BURDAIN OF ADDITIONAL ELEMENTS REPORTING FOR THE CC MIS
- IT WILL SERVE AS A SIGNIFICANT STEP TOWARDS A WEB-BASED SYSTEM, SIMILAR TO PROGRAM MASTER
- IN SHORT, IT WILL HELP THE FIELD, THE DEPARTMENT, CC MIS AND OTHER INVOLVED PARTIES



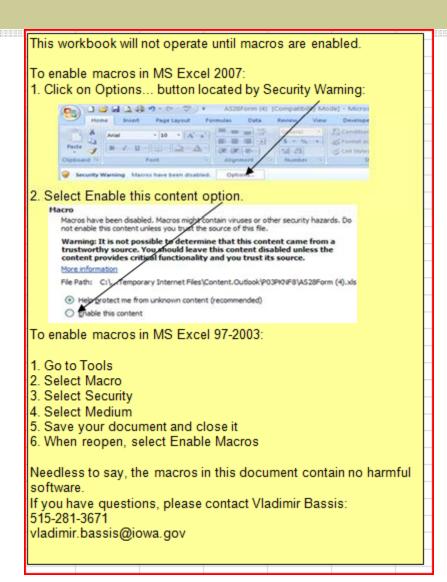
OPENING THE FORM

A blank AS-28 form contains numerous pre-sets, including lookup-tables, formulas, regular and event macros, etc.

That is why it is critical to enable macros in your MS Excel application for correct functionality.

If your macros are enabled, you will see the working area of the form immediately upon opening it.

If your macros are disabled, an attempt to open the form will result in "Enable Macros" instructional page:





GENERAL RULES

- THOUGH PARTS OF THE FORM ARE COLOR-CODED, THE COLOR IS ADDED FOR ADDITIONAL CONVENIENCE AND DOES NOT CARRY ANY CRITICAL FUNCTIONALITY VALUES.
- Part of the form is write-protected, and part of it is available for data entries.
- Cells with white background are not intended for data entries. As a rule, they are built to either react at the content of other cells, or are intended for "office use" only.
- Gray colored cells are for data entry. Some of them are equipped with drop-down lists of available choices, and some expect user's data without pre-set choices.
- Green-colored cells are pre-populated on conditional terms: their content is left to the user's discretion, and can be changed by user.
- A couple of yellow colored buttons are for the convenience of the user's navigation around the form.
- Little red triangles in upper right corner of some cells indicate comments: the user can get additional information by hovering the mouse over such cells.
- The form should print onto five landscape II"x8.5" pages. Please adjust your printer's settings if it is not so. For your convenience, the headings are visible on each printed page, but remain hidden in electronic version for uninterrupted scrolling/copying.



LET'S FILL A FORM TOGETHER!

4	Α		В	С	D	Е	F	G	Н	I	J	K	L	M	N	0
1	COLLEGE		<u> </u>	1	CLICK TO MOVE TO THE BOTTOM	Main	Opt.1	Opt.2	Opt.3	Opt.4	Opt.5	Opt.6	Opt.7	Opt.8	Opt.9	Opt.10
2	CIP		1		Award Type (select all that apply)		1									
3	Campus		•		Total Credit Hours for this award, 1 term											
4	SpUnit				Total Credit Hours for this award, 2 term											
5	Level				Total Credit Hours for this award, 3 term											
6	Туре				Total Credit Hours for this award, 4 term											
7	SpEmp				Total Credit Hours for this award, 5 term											
8	Objective				Total Credit Hours for this award, 6 term											
9	Alt. Level				Total Credit Hours for this award, 7 term											
10	Alt. Type				Total Credit Hours for this award, 8 term											
11	Alt. SpEmp				Total Credit Hours for this award, 9 term											
12	Alt. Objectiv				Total Credit Hours for this award, 10 term											
13	LengthWeel	ks			Total Credit Hours for this award, 11 term											
14	Saved on:		10/12/2008 12:26		Total Credit Hours for this award, 12 term											
15					Total Credit Hours for award, all terms											
16	State Name															
	Local Name															
	Title, opt. 1							Title, opt. 6								
	Title, opt. 2							Title, opt. 7								
	Title, opt. 3	-						Title, opt. 8								
	Title, opt. 4	-						Title, opt. 9								
22	Title, opt. 5	_						Title, opt. 10								
23	AWARD TYPE	PR	EFIX DESCRIPTION	COURSE PREFIX	COURSE DESCRIPTION	COURSE NUMBER	TERM	TERM TYPE	CREDIT HOURS	CONTACT HOURS: LECTURE	CONTACT HOURS: LAB	CONTACT Hours: Clinical	CONTACT HOURS: WORK EXPERIENCE	TECH CORE	ALT COURSE	FOOT NOTE
24		120			300000000000000000000000000000000000000		7 2 1 1 1 1							222		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
25																
26																
07		$\overline{}$										i				

1. Select your college from a drop-down box. No CIPs will be available if no college is selected.



2. With college selected, the CIPs of all operational programs from the Program Master for the selected college become available for selection.

Select a CIP (you can not type it in).

After you have selected a CIP, a number of elements will populate automatically, including Special Unit and ITSO (Instructional Level, Type, Special Emphasis and Objective codes), as well State and Local Name* of the program. Fill in the number of weeks for the longest provided award option.

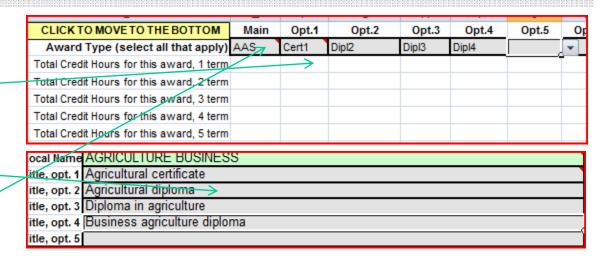
	Λ	В		
4	Α		С	D
1	COLLEGE	NICC		CLICK TO MOVE TO THE
2	CIP	0101020200	-	Award Type (select al
3	Campus			Total Credit Hours for this a
4	SpUnit	0181		Total Credit Hours for this a
5	Level	03		Total Credit Hours for this a
6	Туре	02		Total Credit Hours for this a
7	SpEmp	11		Total Credit Hours for this a
8	Objective	03		Total Credit Hours for this a
9	Alt. Level			Total Credit Hours for this a
10	Alt. Type			Total Credit Hours for this a
11	Alt. SpEmp			Total Credit Hours for this a
12	Alt. Objectiv			Total Credit Hours for this av
13	LengthWee	ks		Total Credit Hours for this av
14	Saved on:	10/12/2008 13:44		Total Credit Hours for this av
15				Total Credit Hours for aw
16		AGRICULTURAL BUSINESS	OPERA	TIONS TECHNOLOGY
17	Local Name	AGRICULTURE BUSINESS		
18	Title, opt. 1			
10	Title ont 2			

If the same program consists of different courses depending on a campus, indicate your campus. Leave it blank if the coursework is the same in all campuses.

*ITSO, Special Unit, State and Local names are populated from the Program Master. You can overwrite the Local Name.



- 3. Select as many award options as your program offers.
- 4. Fill in Titles for available awards.



5. Select award types for each course under that award, in the order you have selected them at the top of the form.

AWARD TYPE	PREFIX DESCRIPTION	COURSE PREFIX			COURSE NUMBER		TERM TYPE	CREDIT HOURS	
AAS	Accounting	ACC)	Ŧ	#N/A				#N/A	
			Ľ						

6. Select (type in) course prefix. Prefix description will appear automatically. "#N/A" will display under course description and credit hours until you fill existing course number. Only Common Course Numbers are available in the list.



7. Select (type in) a course number for your course prefix. If an existing (Common Course) number for the used prefix is selected, Course title and credit hours will display. If there is no course number (in Common Course Number table), course title and credit hours will continue displaying "#N/A".

You can overwrite the number of credit hours.

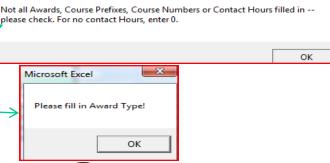
COURSE DESCRIPTION	COURSE NUMBER		TERM TYPE	CREDIT HOURS	CONTACT HOURS: LECTURE	CONTACT HOURS: LAB	HOURS:	CONTACT HOURS: WORK EXPERIENCE	TECH CORE
ntroduction to Accounting	115	1		4	78	67	0	0	Χ]

- 8. Enter (select) term number. You must enter a (suggested) term number even if the course can be taken during any term. In addition, you can footnote such courses with corresponding explanation.
- 9. Enter term type, represented as total number of weeks within the term.
- 10. Fill in number of contact hours by corresponding type. If no contact hours for certain type, fill in "0".

11. Select (type in) "YES" for Tech Core if the course is a part of Technical Core for this

Program. Select "NO" if it is not.

At this point, you are done with the "mandatory" part of the row. If your program consists of one course (?!) you can save the form and send it for approval. If you fail to fill any of the cells within a row, you will receive a prompt asking you to complete the row.



- 10. Proceed to the next row and enter next course, making sure that you have filled all required data. Do not leave any rows blank, even to separate award options.
- 11. When you arrive at a point when your program offers several alternative courses, start with the course that contains the largest number of credit hours*. Leave "Alt Course" box empty for this course. Then list all alternative courses directly below the first course. For each alternative course, following the first course, select (type in) "ALT" from the "Alt Course" box.

ГҮРЕ	CREDIT HOURS	CONTACT HOURS: LECTURE	CONTACT Hours: Lab	HOURS:	HOURS: WORK Experience	TECH CORE	ALT COURSE	FOOT NOTE	First course (4 credit hours)
	4	78	0	0	0	Х			Albamashira to finat (ACII on loss)
	3	65	78	0	0		ALT <		—Alternative to first (4 CH or less)
							`	Υ	

Have you noticed the sum of your credit hours appeared below award description at the top of the form? If they have, congratulation! Your form is being populated correctly.

The sum will grow any time you enter a new course under this or that term. If you mark the course as "alternative", the system will remove it from the calculation. However, the number of the credit hours will remain in the course line—FYI.

*If the requirement is for the course with LOWER number of credit hours, enter it first. Please make sure that the total number of CH—through any allowed combination of courses—does not exceed maximum credit hours per term or program.

COMMUNITY COLLEGES & WORKFORCE PREPARATION

12. We did our best to accommodate all possible variations in existing programs. However, there might still be times when it is impossible to fit an existing situation into pre-set format. For those situations, please use Footnotes to explain/comment. Simply select a number of the footnote you are going to use and write in corresponding box at the bottom of the form. We ask you to reserve the footnotes only for the situations when it is absolutely impossible to utilize pre-set format in the body of the form, since a footnote is close to impossible to tabulate and use in the AS-28 database. If you are not sure how to accommodate a certain situation, please contact the Department with your questions.

Please list colleges with articulation agreements under the program in the provided box at the bottom of the form. Remember that ASCO award requires a minimum of three articulation agreements.

1	FOOTNOTES/SPECIAL NOTES
2	

List colle	eges with articulation agreements under this program:
1	
2	
3	
4	
5	



Saving the form

- Finally, the form is complete! Now, lets rename the form to store it with unique name. We ask that you save the form with the name reflecting your college acronym and the program's number. Basically, it's the combination of two cells in your form: B1 and B2, for example: ICCC5209010200. If you would like to see a reminder for the name format, click on SAVE button in cell C2. Please mind that this button is only a reminder, it will NOT save the form.
- You can save your completed form in two ways:
- a. Go to your Excel menu, select Save As, and type in a complete name for the form, including extension. IT IS IMPORTANT TO USE QUOTATION MARKS before and after complete name, or the form will not be saved. Example: "ICCC5209010200.xls"
- b. Save the form as is (supposedly, "AS28Form") by clicking Save button in your Excel menu, of selecting Save from your Excel menu. Close your form and rename it correspondingly.



FAQ

- Q: I have a set of 10 courses with various credit hours. A student can take any three
 of them for a total of minimum 9 credits. How do I fit them into the form?
- A: Divide your 10 courses into three groups: 4 courses, 3 and 3. Make sure that each group starts with a course where "Alt Course" cell is left blank, and mark consequent three (in the group of 4) or two (in the group of 3) courses as "alternative".
- Q: I have a number of elective math courses. Any math course is acceptable under this program. Do I have to list them all separately?
- A: No. Select corresponding course prefix (e.g., MAT) and "XXX" for the course number. That means any course under MAT prefix is fine. Enter required minimum of credit hours.
- Q: Now I have a situation when the program offers any course as elective.
- A: Select "XXX" for course prefix and "XXX" for course number. Enter required minimum credit hours.
- Q: I have optional courses listed in my Course Catalogue. How do I fit them in?
- A: List your optional courses, fill all relevant data for them, select "0" for the term for each of them, and "OPT" from the "Alternative" section.



FAQ (continued)

- Q.: I have a program which recognizes Bureau of Apprenticeship (BAT) training.
 Those courses under this training are not disaggregated, and they are not listed in the Common Course Number table. How do I list them to be a part of the offered program?
- A.: As an exception, special numbers for the combined courses under BAT are available in the form. Select (type in) "BAT" for course prefix and "001", "002", "003" or "004" for BAT course number. Enter corresponding summed up number of credit hours under BAT courses. You only need to enter BAT "course" in one line. If you wish, you can provide further explanations through a footnote.
- Q: I try to enter a course prefix (number) but only receive an error. Why?
- A: Most likely, your course is not in the list of Common Courses. Make sure that
 you have applied for the Common Course Number and that it has been added to
 the Master Common Course Number table. If the course is listed with CCN system
 and you still can not enter it, please contact the Department.
- Q: How do I fit prerequisite courses or programs?
- A: Prerequisite courses DO NOT count towards total credit hours for the program. However, we still need to know about them in the AS28 form.



FAQ (continued)

For a summary of all prerequisite courses (or prerequisite program), select "ZZZ" as the course prefix, and "000" for course number, and "0" for the term. Enter CUMULATIVE number of credit hours required for all prerequisite courses under this program; CUMULATIVE contact hours under each category, and a footnote with the list of required courses (use Common Course numbering) or CIP for prerequisite program.

- Q: I entered a course prefix and number and received no errors; however, credit hour cell displays zero (or displays a wrong number of credit hours for this course). What to do?
- A: Sometimes Common Course Number table has no credit hours attached to the course; human error is possible as well. Just enter the correct number of credit hours and make sure that you have corrected the error in the CCN system.
- Q: I entered a correct number of credit hours and a correct Local Name for the program. After that I tried to reuse the form, but neither credit hours in that cell, nor Local Name pop-up automatically anymore. Why?
- A: Local Name cell and cells for Credit Hours contain formulas for auto-populating.
 By entering the number/Local Name manually, you have erased the formulas. Please use a new blank form if you would like to restore auto-populating feature again.

FAQ

Q: I have a reciprocal program with another college. I provide some courses for this program, but not an award for it. Do I still need to fill an AS-28 form for this program?

A: If this program has been approved for your college, you still have to fill AS-28 form for it. Enter all courses, both provided by your college and the college where other courses are taught, and footnote all those courses with corresponding explanation. Make sure that you have entered the name of the college with reciprocal program in special box at the bottom of the form.

Q: I have an approved program, but only courses for the first term are available. I am working on complete set of courses. In the meantime, how do you want me to fill the form?

A: Enter all available courses first. Then, enter corresponding prefixes for planned courses and "000" for course numbers. Footnote all "000" courses with corresponding explanation.

Q: I am an experienced Excel user and I was able to unprotect and modify your form to my liking. Where is my prize?

A: Congratulations! You've just won as many forms for reentry as you've managed to tamper with.



FAQ(conclusion)

- Q: Seriously, I AM an experienced Excel user and I have suggestions that might improve the form. Do you want them?
- A: We want them very, very much. Any suggestions that might help this process will be greatly appreciated. Thank you in advance.

WE WOULD LIKE TO EXPRESS OUR DEEPEST GRATITUDE TO EASTERN IOWA COMMUNITY COLLEGE DISTRICT AND TO IOWA CENTRAL COMMUNITY COLLEGE FOR PILOTING THIS PROJECT. THEY HELPED TO RESOLVE PROBLEMS, IMPROVE PROCESSES AND INCREASE EFFICIENCY.

